

ROUTING AND RECORD SHEET

SUBJECT: (Optional) CLERICAL RATING SHEETS

FROM: C/SB/MS/ORD

EXTENSION
2485

NO.
DATE
28 March 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.				<p>The attached Clerical Rating Sheets are sent to you for completion and return to the Chairman, Special Panel through C/SB/MS/ORD by 1 May 1975. This will enable the Special Panel to start their evaluation review of secretarial and clerical personnel at the May meeting.</p> <p>Please note that the revised Clerical Rating Sheets for Secretary Steno (GS-07 and Above), Clerk Steno and Secretary Steno (GS-04 - GS-06, and Clerk Typist (GS-04 - GS-06 have been sent to you for this exercise. Additional revision sheets are being sent to you and should be included in your DD/S&T Personnel Management Employee Handbook for review by all personnel in your office. You will note that the <u>Overall Rating Score is now 90 Points.</u></p> <div style="background-color: black; width: 200px; height: 50px; margin: 10px auto;"></div> <p style="text-align: center;">25X1A9a</p>
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Approved For Release 1999/09/27 : CIA-RDP91-00452R000100090003-7